



REQUEST FOR PROPOSAL ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL: RMJ0306 ADDENDUM NO. 1
DATE OF ADDENDUM: February 03, 2016

This addendum is to incorporate changes to the above referenced solicitation:

1. The Pre-Proposal Conference Agenda and Attendance Sheet are attached.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Solicitation.

APPROVED BY:


Raymundo Moncada Jr., Senior Buyer Specialist Corporate
Purchasing Office, 512-322-6594

ACKNOWLEDGED BY:

SUPPLIER

AUTHORIZED SIGNATURE

DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO PROPOSAL CLOSING OR WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

PRE-PROPOSAL CONFERENCE AGENDA

Date: February 03, 2016

Time: 1:30 PM

1. Opening/Welcome:

Solicitation Number	RFP RMJ0306
Project Description:	CALL CENTER TEMPORARY STAFFING SERVICES

2. Sign-in: All attendees shall sign in.

3. Introductions: Introduction of City staff. Attendees shall identify themselves and the company they represent.

4. MBE/WBE Procurement Program, Section 0900: No Goals

5. Project Information: Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

Closing Date	February 26, 2016
Time Proposals are Due	2:00 PM
Time Compliance Plans Due	NA
Buyer's Name	Ray Moncada

Submission of Offers: Review of Cover Sheet

- A. Mailing: Offers must be returned in a sealed envelope or container marked on the outside with the Offeror's name, address, solicitation number, and the closing date and time. Telegraphic or facsimile Offers **will not** be accepted. Address:

City of Austin
Purchasing Office
Municipal Building
124 W. 8th St., Rm. 310
Austin, Texas 78701
(512) 974-2500

Note: Proposals not submitted in a sealed envelope or container will not be considered. Proposal submitted late will not be considered. It is the responsibility of the Proposer to ensure that their Proposal is received before Proposal closing time. There are no exceptions.

6. General Solicitation Requirements: (Presented by Purchasing)

- A. Please remember that Sections 0100 (Definitions), 0200 Solicitation Instructions, and 0300 (Standard Purchase Provisions) are incorporated into this solicitation and subsequent contract by reference. These documents can be located on line at <http://www.austintexas.gov/department/standard-bid-documents>.

Section 0100, Purchase Definitions
Section 0200, Solicitation Instructions

- B. Section 0300 Standard Terms and Conditions and Section 0400, Supplemental Terms and Conditions:

These two sections comprise the basis of all City contracts. It is important that you are aware of these terms and conditions and discuss them with the necessary parties within your firm and identify in your response any exceptions to these terms and conditions. Should your firm be the recommended vendor and should you take exceptions that your response did not disclose, your response may be deemed non-responsive at that time.

- C. Supplemental Purchase Provisions, Section 0400, these augment the Standard Terms and Conditions; they will be incorporated into any resultant contract. Of note:

- Insurance
- Bonds – Bid and Performance.

- Living Wages
- Workforce Security Clearance and Identification
- FACTA (Fair and Accurate Credit Transactions Act)

D. Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying: From the moment that the solicitation was issued until the contract is executed, all communications regarding this solicitation must go to the Authorized Contact Person, Gage Loots. This requirement is necessary to maintain the integrity of the solicitation process and ensure that all proposers have the same opportunity. **Any representation to anyone else may result in your offer being disqualified from consideration from award.**

E. Questions: All questions will be answered via an addendum posted on our website.

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than 8:00 AM (CST), February 08, 2016. Submissions may be made via email to Ray.moncada@austinenergy.com.

7. Scope of Work

8. Proposal Preparation Instructions and Evaluation Factors

Proposal Preparation Instructions and Evaluation Factors (Section 0600) details exactly what the City expects a submitted Proposal to contain and the order in which the documents are to be presented. It also details evaluation criteria and weight.

We will go through this document in its entirety.

*** Please note that this is the base information that we need in order to evaluate. This proposal is your opportunity to show us why your company is the best to meet our needs. Do not assume that we know anything about your company. Be thorough. ***

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP RMJ0306

Date: February 03, 2016

Time: 1:30 PM

Description: CALL CENTER TEMPORARY STAFFING SERVICES

Company Name:

Representative:

Phone #:

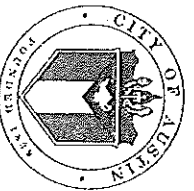
E-Mail Address:

EMELAND Staffing	ZIM-Hunters	512 243 7109	ops@ushio@stallwithus.com
NOVA NEEDED	Job Connection	915 629-7900	no@no@jobconnection.com
EVANS	Tim Brown	512 454 9561	jeff@evans.com
Stallang	Mark Roberts	512 789 6744	mark@stallang.com
AppleOne	Edmund Howard	512 795 8450	ehoward@appleone.com
AppleOne	Brian Hunt	512 795-8950	bhunt@appleone.com
EVANS	JEFF EVANS	512 454 9561	jeff@HRnetConnections.com
Integrity Trade Services	Sandy Ringstad	512 912 9058	sandy@ringstad.com
CLEARCUT	Jim Ammentus	512 777 6737	james@amentus.com
LeeSoft	Dan Smith	832-371-1570	dan@leeft.com
VIETUS	STANIOS	210 566 9995	stanios@vietus.com

Conducted By:

[Signature]

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Description: CALL CENTER TEMPORARY STAFFING SERVICES

Date: February 03, 2016

Time: 1:30 PM

Company Name:

Representative:

Phone #:

E-Mail Address:

Fanevil	Virginia Sambuco	561-691-0743	Virginia Sambuco@Fanevil.com
Premier Staffing Source	Simone Cooks	301-306-0774	scotts@premierstaffingsource.com
Demier Staffing Source	Jonathan Cooks	301-396-0774	jcooks@demierstaffingsource.com
CCS	George Simons	(704)232-1945	gsimons@gcsagents.com
The Sedgewick Group	Randy Velez	(512)832-5300	RVELEZ@sedgewickgroup.com
Merathon Staffing	Michelle Monneyer	9172022093	Lscaglion@merathonstaffing.com
Ameri	Amanda Mulder	7572984925	amanda.mulder@ameri.com

Conducted By:

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Description: CALL CENTER TEMPORARY STAFFING SERVICES

Company Name:

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Phone #:

E-Mail Address:

Superior Group Debra Castlingan 814-302-2613 pccastingand@superiorgroup.com
 Superior Group Michael Jones 512-372-3410 mjonesm@superiorgroup.com
 Integrated Human Capital Tanner Centu 512-454-5624 tanner.centu@theus.com
 Integrated Human Capital Nicole Araneo 214-978-0875 nicole.araneo@theus.com
 Intratek Computer Inc. Christopher Jones 512-454-5624 cjones@intratek.com
 Lance Soft Dan Smith 832-371-1570 dan@lancesoft.com

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Conducted By:

[Signature]